



## CITY OF DIAMONDHEAD, MISSISSIPPI

[www.diamondhead.ms.gov](http://www.diamondhead.ms.gov)

5000 Diamondhead Circle  
Diamondhead, MS 39525-3260

Phone: 228.222.4626  
Fax: 228.222.4390

May 13, 2015

Mayor and City Council  
5000 Diamondhead Circle  
Diamondhead, MS 39525

Dear Mayor and Councilmembers:

RE: Tidelands Grant Award – FY2016 FY16-P614-O1DH Enhancements of Rotten Bayou Watershed Quality

I am pleased to report the City's application for Fiscal Year 2016 Tidelands Trust Fund Grant submitted in February 2014 met with success. The Bureau of Marine Resources Tidelands Trust Funds allocated \$493,000.00 to the City for enhancements of Rotten Bayou Watershed Quality.

Attached is the award letter for your acknowledgement of this grant award.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Clovis Reed', is written over the word 'Sincerely,'.

Clovis Reed  
City Manager

CR:jk

attachment



**STATE OF MISSISSIPPI**

Phil Bryant  
Governor

**MISSISSIPPI DEPARTMENT OF MARINE RESOURCES**

Jamie M. Miller, Executive Director

April 23, 2015

Richard Sullivan  
City of Diamondhead  
5000 Diamondhead Circle  
Diamondhead, MS 39525

**Re: Tidelands Grant Award- FY2016 FY16-P614-01DH Enhancements of Rotten Bayou Watershed Quality**

Dear Richard Sullivan:

It is with great pleasure that I announce the awards for the Fiscal Year 2016 Tidelands Trust Fund grant projects. The Tidelands Trust Funds allocated for your project, Enhancements of Rotten Bayou Watershed Quality, are in the amount of \$493,000.00.

The Tidelands Grant Agreement for fiscal year 2016 for the above-referenced project will be forwarded to you upon our receipt of the 2016 Tideland funding from the Secretary of State's Office.

Thank you for making the Mississippi Gulf Coast a better place to live and work. Please feel free to contact me at any time should the Department of Marine Resources be of service to you (P) 228-523-4011 or [Jamie.Miller@dmr.ms.gov](mailto:Jamie.Miller@dmr.ms.gov).

In appreciation,

A handwritten signature in blue ink that reads "Jamie M. Miller".

Jamie M. Miller  
Executive Director



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Phone: 228.222.4626  
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May 13, 2015

Mayor and City Council  
5000 Diamondhead Circle  
Diamondhead, MS 39525

Dear Mayor and Councilmembers:

Re: Hazard Mitigation 12-035 - City Hall

Attached for your consideration and approval is Change Order No. 1 adding Alternate No. 1 in the amount of \$19,200.00 (covered areas) and Alternate No. 3 in the amount of \$106,000.00 (replace entry doors) to the contract for City Hall Hazard Mitigation Improvements. The alternate additions totaling \$125,200.00 increase the total contract with Vision Constructors, Inc. from \$389,900.00 to \$515,100.00

Your consideration and approval of the proposed change order is greatly appreciated.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Clovis Reed', is written over the 'Sincerely,' text.

Clovis Reed  
City Manager

CR:jk

attachment

PRINCIPALS

James H. Eley, FAIA  
W. Taylor Guild, III, AIA, CCS  
David J. Hardy, AIA  
Stephen A. Stojcich, AIA  
Joseph B. Crain, AIA  
Mark E. Lishen, AIA, LEED AP  
J. Heath Perry, AIA, CSI, CDT

ASSOCIATES

Joseph R. Stevens, Jr., AIA, LEED AP  
Eric J. Commarato, AIA

May 1, 2015

City of Diamondhead  
Clovis Reed, City Manager  
5000 Diamondhead Circle  
Diamondhead, MS 39525

Re: Hazard Mitigation Improvements to Diamondhead City Hall, Diamondhead, MS

Dear Mr. Reed:

Enclosed please find Three (3) copies of AIA Document G701, Change Order No. One (1) in the amount of \$125,200.00 adding Alternate No. One (1) in the amount of \$19,200.00 and adding Alternate No. Three (3) in the amount of \$106,000.00; increasing the Contract Sum from \$389,900.00 to \$515,100.00 for the above referenced project.

Please execute all Three (3) copies, retain One (1) copy for your records and return the other Two (2) to our office for distribution.

As always, if you have any questions please do not hesitate to call.

Sincerely,



Denese Bloom  
Contract Administrator  
Eley Guild Hardy Architects PA

/dab

Enclosures

cc: Vision Constructors, Inc., John Rollins, President  
Kristin Ventura, City of Diamondhead  
Darla Jourdan, MEMA  
Urban Planning Consultants, Michele Moore

12-035e/5/3/5

BILOXI OFFICE

1091 Tommy Munro Drive  
Biloxi, MS 39532  
228.594.2323 P

JACKSON OFFICE

329 East Capitol Street  
Jackson, MS 39201  
601.354.2572 P





# AIA® Document G701™ – 2001

## Change Order

<b>PROJECT</b> (Name and address):	<b>CHANGE ORDER NUMBER:</b> 001	<b>OWNER:</b> <input checked="" type="checkbox"/>
12-035e Hazard Mitigation Improvements to Diamondhead City Hall Diamondhead, Mississippi	<b>DATE:</b> April 22, 2015	<b>ARCHITECT:</b> <input checked="" type="checkbox"/>
<b>TO CONTRACTOR</b> (Name and address):	<b>ARCHITECT'S PROJECT NUMBER:</b> 12-035e	<b>CONTRACTOR:</b> <input checked="" type="checkbox"/>
Vision Constructors, Inc. 608 34th Street Gulfport, MS 39501	<b>CONTRACT DATE:</b> March 03, 2015	<b>FIELD:</b> <input type="checkbox"/>
	<b>CONTRACT FOR:</b> General Construction	<b>OTHER:</b> <input type="checkbox"/>
P.O. Box 2686 Gulfport, MS 39505		

### THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

1. Add for labor and materials for the work included in Alternate No. One (1), canopy roofing.	\$19,200.00
2. Add for labor and materials for the work included in Alternate No. Three (3), adding storefront entry doors.	\$106,000.00
<b>Total for Change Order No. One (1)</b>	<b>\$125,200.00</b>

The original Contract Sum was	\$ 389,900.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 389,900.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 125,200.00
The new Contract Sum including this Change Order will be	\$ 515,100.00

The Contract Time will be increased by Ten (10) days.

The date of Substantial Completion as of the date of this Change Order therefore is August 14, 2015

**NOTE:** This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

### NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Eley Guild Hardy Architects PA

**ARCHITECT** (Firm name)

1091 Tommy Munro Drive  
Biloxi, Mississippi 39532

**ADDRESS**

**BY** (Signature)

David J. Hardy, AIA  
(Typed name)

**DATE**

Vision Constructors, Inc.

**CONTRACTOR** (Firm name)

608 34th Street, Gulfport, MS 39501  
P.O. Box 2686, Gulfport, MS 39505

**ADDRESS**

**BY** (Signature)

John M. Rollins, President  
(Typed name)

**DATE**

City of Diamondhead

**OWNER** (Firm name)

5000 Diamondhead Circle  
Diamondhead, Mississippi 39525

**ADDRESS**

**BY** (Signature)

Clovis Reed, City Manager  
(Typed name)

**DATE**



608 34<sup>TH</sup> STREET  
GULFPORT, MS 39503

228.832.1182 (O)  
228.832.1781 (F)

---

April 17, 2015

Eley Guild Hardy Architects  
Lee Palermo  
1091 Tommy Munro Drive  
Biloxi, MS 39532

Re: 12-035e Diamondhead City Hall Hazard Mitigation WCPR #3.

Dear Mr. Palermo:

We will perform the work associated with WCPR #3 per the project bid alternate values, as identified in our Prime Contract.

Bid Alternate #1: Canopy Roofing. \$19,200.00. We are requesting no additional contractual time for this change.

Bid Alternate #3: Storefront Doors: \$106,000.00. We are requesting that an additional 10 calendar days be added to our project substantial completion date. The procurement of the storefront doors and hardware could take between 10-12 weeks from submittal approval. We cannot receive an actual delivery date on material until the order is placed. I have attached an updated CPM schedule for reference.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "John M. Rollins", is written over a faint, circular blue stamp or watermark.

John M. Rollins  
Vision Constructors, Inc.

CC: DH WCPR File



Act ID	Description	Orig Dur	Early Start	Early Finish
1000	Roofing Submittals	10d	26MAR15 A	10APR15 A
1010	Storefront Window Submittals	10d	26MAR15 A	14APR15 A
1020	Cast Stone Submittals	10d	16APR15 A	22APR15
1025	Storefront Door Submittals	10d	16APR15 *	29APR15
1030	Metal Roofing Onsite	0	25MAY15	
1040	Storefront Windows Onsite	0	17JUN15	
1050	Cast Stone Onsite	0	13MAY15	
1051	Storefront Doors Onsite	0	30JUL15	
1060	Notice to Proceed	0	30MAR15 A	
1070	Mobilize	3d	16APR15	20APR15
1080	Demo Roof/Dry-in Sections	22d	25MAY15	23JUN15
1090	Roof Soffit Infill Bldg 300	3d	28MAY15	01JUN15
1100	Metal Roofing	28d	27MAY15	03JUL15
1110	Demo Wood Window Stools	2d	27APR15	28APR15
1120	Install Lag Bolts Building 400	3d	29APR15	01MAY15
1130	Demo Brick Bldg 100 & 400	5d	29APR15	05MAY15
1140	Cut Cypress Fin Bldg 100&400	7d	06MAY15	14MAY15
1150	Cast Stone Sills Bldg 100&400	4d	15MAY15	20MAY15
1160	R/R Windows Bldg 300 Lower	3d	17JUN15	19JUN15
1170	R/R Windows Bldg 100	6d	22JUN15	29JUN15
1175	R/R Windows Building 400	7d	30JUN15	08JUL15
1180	R/R Windows Building 200	2d	30JUN15	01JUL15
1190	R/R Windows Building 300 East	5d	02JUL15	08JUL15
1191	R/R Windows Building 300 West	5d	09JUL15	15JUL15
1200	Hardieboard Trim Bldg 100&400	5d	22JUN15	26JUN15
1210	Patch/Paint Drywall Bldg 100&400	4d	22JUN15	25JUN15
1220	Paint exterior Hardie/Cypress Bldg 100&400	5d	29JUN15	03JUL15
1230	Install new window stools building 100&400	2d	23JUN15	24JUN15
1240	HM Doors/Hardware	4d	11MAY15 *	14MAY15
1242	Storefront Door Demo/Install	12d	30JUL15	14AUG15
1250	Final Clean	2d	09JUL15	10JUL15
1260	Substantial Completion	0		14AUG15

**Procurement**

- Roofing Submittals
- Storefront Window Submittals
- Cast Stone Submittals
- Storefront Door Submittals
- Metal Roofing Onsite
- Storefront Windows Onsite
- Cast Stone Onsite
- Storefront Doors Onsite

**Construction**

- Notice to Proceed
- Mobilize
- Demo Roof/Dry-in Sections
- Roof Soffit Infill Bldg 300
- Metal Roofing
- Demo Wood Window Stools
- Install Lag Bolts Building 400
- Demo Brick Bldg 100 & 400
- Cut Cypress Fin Bldg 100&400
- Cast Stone Sills Bldg 100&400
- R/R Windows Bldg 300 Lower
- R/R Windows Bldg 100
- R/R Windows Building 400
- R/R Windows Building 200
- R/R Windows Building 300 East
- R/R Windows Building 300 West
- Hardieboard Trim Bldg 100&400
- Patch/Paint Drywall Bldg 100&400
- Paint exterior Hardie/Cypress Bldg 100&400
- Install new window stools building 100&400
- HM Doors/Hardware
- Storefront Door Demo/Install
- Final Clean
- Substantial Completion

**Legend**

- Early bar
- Progress bar
- Critical bar
- Summary bar
- Start milestone point
- Finish milestone point

**Vision Constructors**

**Diamondhead City Hall Hazard Mit.**

**Start date** 26MAR15

**Finish date** 14AUG15

**Data date** 15APR15

**Run date** 17APR15

**Page number** 1A

© Primavera Systems, Inc.

4/17/15 w/bid alternates

00 41 13 R - BID FORM

FOR: HAZARD MITIGATION IMPROVEMENTS TO DIAMONDHEAD CITY HALL

TO: CITY OF DIAMONDHEAD  
Diamondhead, Mississippi  
(hereinafter called "Owner")

DATE: January 15, 2015

**SUBMITTED BY:**

Bidder's Full Name (hereinafter called "Bidder"): Vision Constructors, Inc.

Address: 608 34th Street

City, State, Zip: Gulfport, MS 39501

**OFFER**

Having examined the site of the proposed work, the availability of materials and labor, and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by Eley Guild Hardy Architects for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to furnish all labor, materials and supplies, to perform the Work within the time set forth herein for the prices stated below:

**BASE BID LUMP SUM PRICE:**

Three Hundred Eight Nine Thousand Nine Hundred  
DOLLARS (\$ 389,900<sup>00</sup>).

\*\*\*\*\*

**ALTERNATE #1:**

Should the "Covered Areas" alternate and related work be accepted, as described in Division 1 Section "Alternates", add to the Base Bid the Sum of:

Nineteen Thousand Two Hundred  
DOLLARS (\$ 19,200<sup>00</sup>).



**ALTERNATE #2:**

Should the "Entry Vestibule" alternate and related work be accepted, as described in Division 1 Section "Alternates", add to the Base Bid the Sum of:

Five Thousand  
DOLLARS (\$ 5,000<sup>00</sup>).

**ALTERNATE #3:**

Should the "Replace Entry Doors" alternate and related work be accepted, as described in Division 1 Section "Alternates", add to the Base Bid the Sum of:

One Hundred Six Thousand  
DOLLARS (\$ 106,000<sup>00</sup>).

**ALTERNATE #4:**

Should the "Cultured Marble Window Sills" alternate and related work be accepted, as described in Division 1 Section "Alternates", add to the Base Bid the Sum of:

Six thousand eight hundred and 00/100 -  
DOLLARS (\$ 6800).

**ALTERNATE #5:**

Should the "Electrified Hardware" alternate and related work be accepted, as described in Division 1 Section "Alternates", add to the Base Bid the Sum of:

Twenty Two Thousand  
DOLLARS (\$ 22,000<sup>00</sup>).

\*\*\*\*\*

## **ACCEPTANCE**

This offer shall be open to acceptance and is irrevocable for **sixty (60)** calendar days from the bid closing date.

If this bid is accepted by Owner within the time period stated above, we will:

1. Execute the Agreement within seven days of receipt of Notice of Award.
2. Furnish the required bonds within seven days of receipt of Notice of Award.
3. Commence work within seven days after written Notice to Proceed of this bid.

If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to Owner by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.

In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

## **CONTRACT TIME**

If this Bid is accepted, the contractor hereby agrees to substantially complete the Work on or before:

**June 5, 2015**

If the Substantial Completion date falls beyond the above date based on days, the contractor hereby agrees to pay to the Owner the following amount as liquidated damages, not as a penalty, for each calendar day of delay for the Project until the actual date of Substantial Completion of the Project.

**\$250 per calendar day**

## **ADDENDA**

The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Price.

Addendum No. 1 dated 1/13/15 Addendum No.      dated           

Addendum No.      dated            Addendum No.      dated           

Addendum No.      dated            Addendum No.      dated           

Addendum No.      dated            Addendum No.      dated           

Addendum No.      dated            Addendum No.      dated

### **BID FORM SUPPLEMENTS**

The following Supplements are attached to this Bid Form and are considered an integral part of this Bid Form. Failure to complete and submit these forms with the bid proposal will cause the bid to be considered non-responsive.

Non-Resident Contractor: attach a copy of your State's current law (refer to "Instructions to Bidders" for additional information)

Document 00 45 19 – Non-Collusion Affidavit

Document 00 45 21 – Debarment Form

### **BID FORM CHECKLIST (INCLUDING SUPPLEMENTS)**

Failure to complete this checklist and submit these forms with the bid proposal will cause the bid to be considered non-responsive. The Supplements are attached to this Bid Form and are to be considered an integral part of this Bid Form.

- ☒ I am a Resident Contractor
- ☐ I am a Non-Resident Contractor and have attached a copy of my State's current law (refer to "00 21 13 – Instructions to Bidders" for additional information)
- ☒ I have included and signed the Non-Collusion Affidavit and Debarment Form
- ☒ I have included all Allowances indicated per Division 1 Section "Allowances" in the Base Bid amount
- ☒ I understand that if we are the apparent low bidder, within 24 hours of bid opening we will provide experience requirements (refer to "00 21 13 – Instructions to Bidders" for additional information)

### **BID FORM SIGNATURE**

Bidder's Name: Vision Constructors, Inc.

By  (Seal – If Bid is by Corporation)  
(Signature)

State of Incorporation: Mississippi  
Name and Title: John M. Rollins, President

Business Address: 608 34th Street, Gulfport, MS 39501

Certificate of Responsibility No.: 16853-MC





City of Diamondhead

Budget Amendment Request

Fund Name: General  
 Department #: 200  
 Department Name: Police  
 Requested by: Kristin Ventura, City Clerk

Date: 5/19/2015  
 Budget Entry #: FY2015-001-200-1  
 Amendment #: FY2015-001-200-1

10% of Dept Budget

	Original Budget	Prior Amendments	This Amendment	Revised Budget
<b>TOTAL REVENUE</b>	\$ -	\$ -	\$ -	\$ -
<b>EXPENDITURES:</b>				
Personnel Services	\$ -			\$ -
Supplies	63,400.00		12,239.93	75,639.93
Contractual Services	630,647.24		(12,239.93)	618,407.31
Grants/Subsidies/Allocations	-			-
Debt Service	-			-
CAPITAL OUTLAY	38,188.00			38,188.00
<b>TOTAL EXPENDITURES</b>	<b>\$ 732,235.24</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 732,235.24</b>
REVENUE OVER/(UNDER)				
EXPENDITURES	\$ (732,235.24)	\$ -	\$ -	\$ (732,235.24)

OTHER FINANCING SOURCES AND USES:

Transfers In from Other Funds	\$ -	\$ -	\$ -	\$ -
Transfers Out to Other Funds	-	-	-	-
<b>TOTAL ALL</b>	<b>\$ (732,235.24)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (732,235.24)</b>

Description: To account for additional repairs and expenses to uniformize (identical paint color, lettering style etc.) the police fleet of patrol cars.

Other:	Increase Repairs & Maintenance - Vehicles line item	\$12,239.93
	Decrease Interlocal Agreement line item	-12,239.93
	<b>Net Effect to Police Department Budget</b>	<b>0.00</b>



# CITY OF DIAMONDHEAD, MISSISSIPPI

Agenda Item 2015-060

[www.diamondhead.ms.gov](http://www.diamondhead.ms.gov)

5000 Diamondhead Circle  
Diamondhead, MS 39525-3260

Phone: 228.222.4626  
Fax: 228.222.4390

May 13, 2015

Mayor and City Council  
5000 Diamondhead Circle  
Diamondhead, MS 39525

Dear Mayor and Councilmembers:

RE: Intergovernmental Transfer of Assets

The Hancock County Tax Collector has a mapping cabinet that is no longer of use in the office. The cabinet has been offered to the City at no charge. Approval of the attached Intergovernmental Agreement and permission to accept the cabinet is requested. The cabinet will be utilized here in City Hall to house the maps our office maintains to assign E911 addresses.

Thank you in advance for your approval in this matter.

Sincerely,

Clovis Reed  
City Manager

CR:jk

attachment

INTERGOVERNMENTAL TRANSFER OF ASSETS AGREEMENT BETWEEN THE CITY  
OF DIAMONDHEAD, MISSISSIPPI AND THE COUNTY OF HANCOCK, MISSISSIPPI

This Intergovernmental Agreement (this "Agreement"), made by and between the City of Diamondhead, MS ("Diamondhead") and the County of Hancock, Mississippi ("Hancock County") is effective as of the 20th day of April, 2015.

WHEREAS, the County currently has a map storage cabinet which is no longer being used or needed for Hancock County's purposes, and

WHEREAS, Diamondhead is in need of this vehicle for use to support Planning and Zoning storage and

WHEREAS, Hancock County has made findings on its minutes that the aforementioned map storage cabinet are no longer needed for its purposes, has declared the cabinet surplus, and has made a finding that transferring the cabinet to Diamondhead for less than fair market value will be to the benefit of the citizens of the State of Mississippi, and particularly to the citizens of Diamondhead, Mississippi, lessening Diamondhead's recurring expenses for mapping cabinet and providing to the City use of the cabinet for its services; and

WHEREAS, Hancock County and Diamondhead have negotiated the transfer of the aforementioned cabinet and Hancock County is willing to transfer these cabinet to Diamondhead at no cost; and

WHEREAS, Diamondhead joins in the aforementioned findings made by Hancock County and enters this Agreement for the adequate consideration stated herein, with both entities acknowledging and finding that the transfer is in the best interest of the taxpayers of the State of Mississippi, and will best and more fully provide for the public health, safety and welfare of those citizens;

IT IS THEREFORE AGREED AS FOLLOWS, that the City of Diamondhead, Mississippi and the County of Hancock, Mississippi find the above and foregoing factual averments to be true and correct, and for that and the other consideration discussed herein, and with both entities agreeing and acknowledging the adequacy of that consideration and the findings of fact herein, the Diamondhead and Hancock County agree as follows:

1. Hancock County hereby agrees to transfer the aforementioned cabinet to the City of Diamondhead in return for no payment from Diamondhead, the sufficiency and adequacy of which is hereby acknowledged. The purpose of this agreement is to fulfill the benefits to Diamondhead Planning and Zoning Department of more effective mapping storage and use of public assets to the citizens and taxpayers of the State of Mississippi.



THIS AGREEMENT AND RESOLUTION is entered into by the City of Diamondhead, Mississippi and the County of Hancock, Mississippi and adopted as fact findings with the agreement effective on this the 20th day of April, 2015.

COUNTY OF HANCOCK, MISSISSIPPI

BY:

  
BOARD PRESIDENT

CITY OF DIAMONDHEAD, MISSISSIPPI

BY:

  
~~MAYOR~~ City Employee

\_\_\_\_\_  
Mayor